

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

FROM : Chief, Records Services Division

SUBJECT: Activity Reports for the Records Services Division

DATE: 11 January 1954

1. There are attached reports for the weeks ending 31 December and 7 January, reflecting progress in each area of the Records Management Program. There is also attached the monthly report for December 1953.

2. A review of these reports indicates the following items which are of particular significance:

a. Records management surveys are continuing without difficulty in the Medical Office, Office of General Counsel and . Some files have already been retired to the Records Center from the Medical Office. The survey of has progressed to the point where the establishment of official file stations is now being proposed to that Division. 578 linear feet of records have been inventoried for the General Counsel's Office. A records control schedule has been prepared and agreed to by the Medical Office.

b. A handbook is now in process on the disposition of Agency records.

c. As of 1 January 1954, there were 953 active Agency forms. An up-to-date index of Agency forms is being prepared through the use of the punch card method. This will permit identification of forms by number, function and title. It is proposed to use this mechanized method to prepare indices for the use of each Area Records Officer. By this method, we will assist the Area Records Officers in advising them of forms now in use which may be used and thereby eliminate the development of duplicate ones.

d. A revised method for the preparation of the next quarterly Agency T/O's has been agreed to by the Personnel Office. This will include an indication of the incumbent of each position and thereby give the Personnel Office and operating offices position control records. This new procedure will apply to all offices in the DD/A and DD/I groups for the next quarter. The DD/P group will be converted at a later date. Effective 4 January 1954, the work reporting system for the Printing and Reproduction Division was converted to the punch card method.

e. A schedule for the deposit of Vital Materials for OSI has been agreed to and adopted.

f. A staff study on the Writer's Guide is in process of preparation. It was discussed with the Director of Training who has agreed that the General Services Office has responsibility in this area. The Reports Management Program, agreed to by the Office of

Document No. 1

NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

By: 240378

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Comptroller some time ago, has been delayed because that office now wants to coordinate the Program internally with several persons before adopting it. This has required the preparation of additional copies of our proposal.

25X1 g. The major items with respect to converting the warehouse [] to a Records Center operation have been completed. With the erection of the second 100 units of steel shelving, the total capacity of the Center is now 18,948 cu. ft. We now have in the Center 10,993 cu. ft. of records, leaving available 7,955 cu. ft. for future expansion. Reference requests for records in the Center showed a marked increase over the previous month. An examination has been made of all material in the Records Center and, as a result, 100 cu. ft. of non-record material can be eliminated and will be disposed of.

25X1

h. The Office of Training has requested us to review a proposed filing system which has been prepared by Mr. [] Acting Area Records Officer for that office. As a result, the system proposed for the Office of Training will be revised to bring it more in line with the proposed Agency filing system. The Office of Training has requested that we participate with them in describing the proposed Agency filing system to three groups of Agency personnel scheduled for the clerical training courses to be held in January and February.

[]
25X1

CONFIDENTIAL

Report for the Month Ending 31 December 1953 from the
RECORDS DISPOSITION BRANCH

Medical Office

The records control schedule for this office has been prepared and approved. Inactive records are being boxed and transferred to the Records Center. Developed systems for maintaining current records are being installed.

General Services

As reported in the previous Monthly Report, the records control schedule prepared for this office has not been approved. Consequently, recommended disposition actions are still pending.

General Counsel

The records inventory for this office has been completed. An estimated 587 linear feet of material has been listed.

25X1

There were no disposition activities carried out in this Division during the month.

25X1

Chief, Records Disposition Branch

CONFIDENTIAL

Report for month ending 31 December 1953 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

I. PROJECTS IN PROGRESS

1. CIA Correspondence Handbook - Distribution of the handbook for working-level clearance by 19 January 1954 was made by Regulations Control Staff. Subsequently we provided the Office of Training with additional copies to expedite review. To date we have received only three or four inquiries on the handbook.

25X1 2. Office of the Comptroller Reports Management Program - Met with
25X1 Messrs. [] of the Office of Comptroller to follow up their review of the proposed program guide. Prior to writing this report, again contacted Mr. [] who stated that the Deputy Comptroller now desires to have the guide reviewed by the Budget, Fiscal, and Finance Divisions, Organization and Methods Services, and the Area Records Officer. Unfortunately, such an extensive review was not considered necessary by the Deputy Comptroller during our first discussion on the program. Otherwise we would have initially provided more copies of the guide. Further review therefore will be delayed until additional copies can be reproduced.

3. Writer's Guide

a. Prepared and submitted three staff papers stating the need for Agency guides to effective writing, and justifying our proposal to develop them.

b. Conducted extensive research in the Congressional, Department of Defense, and CIA Libraries. Five complete texts, six pamphlets, and portions of forty-one other publications were read. Research covered the best works on effective writing, as well as literature on copyright laws, survey methods, and promotional techniques.

c. Continued to develop text and promotional material. Five fliers and four illustrations were sketched; approximately twenty-four sections were completed. Each section constitutes a separate issuance.

25X1 d. Met with Mr. [] of Graphics Registry and discussed the types of fliers and posters we propose.

e. Met with Mr. [] of the Personnel Office and was introduced to their correspondence management program. Observed their Flexowriter operations and examined in detail samples of their correspondence. Many instances of excessively flowery expressions,

25X1

CONFIDENTIAL

outmoded words and phrases, and excess verbiage (particularly prepositional phrases) were noted. We propose to show how their style of writing can be streamlined to reduce letter content by one-third.

4. Program Promotion

a. Sketched the illustrations and completed text material for the Reports Management Program brochure, "An Introduction to Reports Management." This brochure will answer five questions:

What is reports management?
Why is it desirable to program reports management?
What types of reports do we propose to manage?
How is a reports management program installed?
How is the program continued?

b. Developed the following single page informational handbills:

"Your Reports Management Program--Its Aims and How Accomplished"
"Checklist for measuring an Area's Needs for a Reports Management Program"
"Your Correspondence Management Program--Its Aims and How Accomplished"
"Checklist for Measuring an Area's Needs for a Correspondence Management Program"

Copies of these handbills are available to Records Services Division analysts.

25X1 c. Met with Mr. [] of the Medical Office to discuss needs for reports and correspondence management programs. Mr. [] felt that our program principles could be applied advantageously to their operations. He was particularly enthusiastic about streamlining correspondence. No definite plans were made to install programs pending his further discussion with Medical Office officials. Since this meeting, 25X1
25X1 Mr. [] of the Records Disposition Branch provided Mr. [] with a copy of each program handbill outlined in subparagraph b. above.

5. Program Status Report from Area Records Officers - Outlined plans for an initial report from each Area Records Officer. We propose a questionnaire which can be completed readily by "yes" or "no" or by check marks. Information will be sought on program progress, the dissemination of program information which General Services Office has released, and program phases in which there is the greatest interest or need.

II. COMPLETED PROJECTS

1. Evaluated Beneficial Suggestion 530 which advocated the correction

CONFIDENTIAL

CONFIDENTIAL

of minor typographical errors by pen and ink. Submitted findings and recommendations, including a proposed CIA Notice which would place the suggestion in effect.

2. Reviewed the records management program plan for Logistics Office as submitted by its Area Records Officer. Forwarded comments to Mr. [REDACTED]

3. Contacted Messrs. [REDACTED] of the Logistics Office regarding the procurement of Letterex for Agency-wide use. Delivery of this stationery is expected by the middle of January. Meanwhile we will develop a CIA Notice and a promotional flier calling attention to correspondence practices appropriate to the use of Letterex.

4. Reviewed the draft of the proposed Handbook on Financial and Accounting Procedures for Property. Submitted recommendations informally to Mr. [REDACTED]

III. PLANNED PROJECT

Since it will be necessary to provide the Comptroller's Office with additional copies of the reports management program guide, we propose to reproduce a sufficient number for the distribution of a copy to each Area Records Officer. We will emphasize that copies are being distributed for information and discussion only. This proposal will be discussed with Regulations Control Staff.

[REDACTED]
Management Branch

CONFIDENTIAL

~~CONFIDENTIAL~~

Report of the RECORDS CENTER BRANCH for the month of December 1953

Since December 15, the Executive order regarding security classification of official information has been in effect, and the supplemental distribution operation is now about to be involved in implementing the change of classification required by that order. The problem presented here is that of physically handling and reclassifying those documents requiring a change of classification. If a single stamp could be developed that would be applied to each document only once, without deleting the former classification, the time element in the distribution operation would be only moderately affected. However, if more detailed work is to be required in the reclassification process, a problem will be raised in respect to the time necessary to fill requests and the utilization of personnel.

By the end of this month, most of the items of renovation and repair needed to make the building more adequate for the Center operation had been completed. The bracing of shelving and the painting and repair of the mens latrine are pending jobs, but work orders have been placed with PBS. The erection of the second 100 units of shelving has increased the total capacity of the Center to 18,948 cubic feet. Of this volume, 10,993 cubic feet is now occupied and 7,955 cubic feet is available for storage.

Personnel of the Center completed during this period a list of records holdings by office of origin and an inventory of distribution materials on hand. The latter is now being typed and will serve as a reference guide to materials in storage as well as an aid in discovering items that could be disposed of. Also prepared was a paper outlining the service functions of the Center. It is planned to use this as a hand out for interested visitors.

The overall work load in the Distribution Unit remained about the same as the previous month. The reproduction of certain series of Information Reports that are on ditto masters was expedited by the acquisition of a Ditto machine from the Printing and Reproduction Division. This Division also furnished a Portograph that permits the reproduction of 2 pages with each exposure. The machine formerly used produced only 1 page per exposure.

Reference requests for records in storage showed a marked increase over the previous month as did the number of items furnished.

RECEIVED

Chief, Records Center Branch

~~CONFIDENTIAL~~

RECORDS CENTER BRANCH Statistical Report

	Reporting Period <u>December 1953</u>	Fiscal Year <u>To Date</u>
Part I. Record Holdings (cu. ft.)		
A. Records Accessioned	275	1317
B. Records Disposed of at Center	0	21
C. Records Holdings	4670	
D. Distribution Material Holdings	6323	
E. Total Holdings	10993	
Part II Reference Service on Records in Storage		
A. Requests	219 ✓	909
B. Items Furnished	496	2628
Part III Inter-Agency Reference Service		
A. Requests	5	
Part IV Shelving Space Utilization (cu.ft.)		
A. Total Capacity	18948	
B. For Present Holdings	10993	
C. Available	7955	
Part V Supplemental Distribution		
A. Items Received for Distribution		
1. Intelligence Reports		
a. Initial Receipt	7091 ✓	
b. Returns	9096	
2. Information Reports	5661 ✓	
3. Administrative Issuances	<u>6114</u> ✓	
	TOTAL	27992

RECORDS CENTER BRANCH Statistical Report

Reporting Period Fiscal Year
December 1953 To Date

B. Requests

1. Intelligence Reports	132
2. Information Reports	414
3. Adm. Issuances	<u>68</u>
TOTAL	614 ✓

C. Items Furnished

1. Intelligence Reports	1604
2. Information Reports	1647
3. Administrative Issuances	<u>596</u>
TOTAL	3847

D. Reproduction Services (no. of pages)

1. Ozalid Process	7811
2. Photo Copy Process	<u>703</u>
TOTAL	8514

Part VI. Initial Distribution

A. Items Furnished

1. Regulations	2334
2. Notices	15074
3. Other	<u>6440</u>
TOTAL	23848

Report for the Month Ending 31 December 1953
From the RECORDS SYSTEMS BRANCH

25X1

The survey [] has progressed to the point where the recommendations we have made are now being discussed with the various Staff and Branch chiefs.

A review of the Records Management Program in the Logistics Office was completed and a report has been prepared.

The Area Records Officers for the Office of Intelligence Coordination, Medical Office, Office of Communications, Executive Registry and Contact Division of the Office of Operations, visited the Repository in conjunction with the Records Management Training Program. This trip concludes the orientation programs at the Repository which, from all indications, have proven very beneficial to the progress of the Agency's Vital Materials Program.

The memorandum to all Area Records Officers and the brochure describing the security desk trays were released to the Area Records Officers.

A memorandum was addressed to all Area Records Officers, suggesting the placement of extra copies of the courier schedule at appropriate points in order to assure that persons handling mail will have a knowledge of the schedule.

Six truck drivers were transferred to the T/O of the Mail Control Section from Logistics Office.

[]

Chief, Records Systems Branch

25X1

CONFIDENTIAL

Report for Month Ending 31 December 1953 from
FORMS MANAGEMENT BRANCH

I. Project Summary

Projects initiated prior to November	5
Projects initiated in November	9
Projects initiated in December	5
Total Projects to Date	19
Projects completed in November	5
Projects completed in December	2
Total Projects Completed in 1953	7
Carried over to January 1954	12

II. Completed Projects:

1. An agreement was concluded with the Government Printing Office leading to establishment of standard operating procedures with that office and the Logistics Office in procuring and printing "sterile" forms. Under the terms of this agreement, which provides for retention of and cross-referencing to plates by form number by the Government Printing Office, the Agency will be able to obtain complete sterility in its forms when required without incurring additional charges for new plates each time such a form is reprinted.

2. Draft copy of the proposed Correspondence Handbook, HB [redacted] was reviewed and detailed recommendations submitted to Mr. [redacted]. Most important recommendation was to urge adoption of a complete block style letter and memo as opposed to the modified block style advocated by the handbook.

25X1

25X1

III. Current and Continuing Projects

1. In a further attempt to determine the amount of time expended by Printing and Reproduction personnel in composing final type forms copy, Mr. [redacted] was requested to furnish data for January 1954. Centralization of forms copy preparation in the Forms Management Branch as an incidental adjunct to analysis and design is ultimately proposed.

2. The first step in augmentation of the Branch's strength was accomplished with the assignment of Miss [redacted] effective 16 December 1953.

25X1

3. Transfer of a duplicate functional file of forms maintained by O & M to Vital Materials has not yet been effected. Project should be completed in January 1954.

CONFIDENTIAL

CONFIDENTIAL

25X1 4. The proposed Notice No. [] "Forms Management-Handling Classified Forms" originally scheduled for publication as a memorandum, FM-2, has been approved by the Chief, General Services Office, and was submitted to the Regulations Control Staff on 29 December 1953. Publication should be accomplished in January 1954.

5. Publication of the proposed memorandum to all Area Records Officers, FM-1 "The CIA Forms Management Program" after being rewritten several times to meet changing requirements and being approved by Mr. [] has been delayed because of questions raised by Mr. []. Additional justification is in process of development.

25X1

25X1

6. Continued liaison during the month was made with DD/P, Comptroller, Personnel, Security and Training Area Records Officers.

7. Corrected art work for a set of Vue-Graph slides depicting the Agency Forms Management Program has been completed. Slides will be obtained in January from the Printing and Reproduction Plant. They will be used in training Area Records Officers and briefing other Agency personnel on the Forms Management Program.

8. Studies of the Information Report forms and procedures utilized by the FI, DD/P and Contact Division, OO Areas, continued throughout the month with considerable progress being made towards standardization of [] headquarters forms and procedures. Copies of revised forms are currently in process of coordination prior to procurement. It is anticipated that the FI report form will be field tested prior to being prescribed for general use.

25X1

9. Storage facilities for forms at the [] warehouse were inspected and stocks were reviewed to determine which forms would require deletion by overprinting of "Restricted" and "Security Information" to meet the requirements of Notice No. [] and Executive Order 10501. It was decided that only fourteen forms and one pre-printed Information Report run-off sheet out of over 350 classified forms would require overprinting. Such action was arranged for and is proceeding according to schedule.

25X1

25X1

10. Decision was made to mechanize the indexing of forms by use of the facilities of Machine Records Branch. A new two-part, carbon interleaved form has been designed and is being printed to replace Form Nos. 36-224 and 36-225. A single preparation of this form will provide the basic visible control card required by this office and also furnish Machine Records Branch the information needed to punch cards and prepare tabulations for the index. Publication of numerical, alphabetical and functional indexes at quarterly intervals is contemplated.

CONFIDENTIAL

CONFIDENTIAL

11. Revision of the forms numbering system from one utilizing both base and secondary numbers to a simpler system of assigning numbers in straight numerical order was determined to be both feasible and desirable. The new system was scheduled to be placed in effect 1 January 1954.

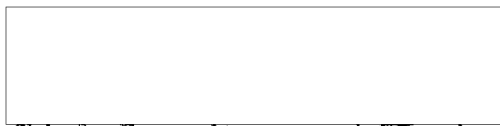
IV. Miscellaneous Activities

1. Inspected the Records Center.
2. Inspected the files and practices of the Area Records Officer, Personnel Office.

V. Summary of Individual Actions.

1. No. of Requisitions	Copies
New 24	93,950
Revisions 28	206,600
Reprints 37 (includes 6 overprints)	374,400
Totals 87	<u>674,950</u>

2. Forms obsoleted -- 1.
3. Requests disapproved and available forms substituted -- 2.
4. Average requisition for month - 7,758 copies.
5. Net increase in Agency Forms -- 23.
6. Total number of controlled forms in use as of 31 December 1953 - 953.



25X1

Chief, Forms Management Branch

CONFIDENTIAL

MICROFILM PROJECTS
DECEMBER 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
1. <u>Projects Pending</u>		
a. Entire Records Group	4	
b. Record Group Accretions	2	
2. Projects in Process and Completed		
a. Entire Records Group		
1. In Process	1	4
2. Completed	3	32
b. Records Group Accretions		
1. In process	0	
2. Completed	2	5
c. Images Filmed (Total)	26428	360862
1. Rotary Camera	1430	86651
2. Flatbed Camera	24998	218811
d. Reels (100 ft)		
1. In Process	18	
2. To be Reviewed	6	
3. Reviewed	24	211

*The totals in the "To Date" column will revert to 0 at the end of each fiscal year, and starting with July 1953 will always reflect cumulative totals for the fiscal year of the report.

CONFIDENTIAL

CONFIDENTIAL
SECURITY INFORMATION

MONTHLY REPORT - MAIL CONTROL SECTION

Dec. 53
January 1954

1. INCOMING MAIL:

- (a) Delivery by Post Office
(b) Picked up from Post Office by courier
(c) Picked up from City by courier
(d) Letters:

Reviewed

Recorded

- (e) Undeliverable (held in Mail Room

THIS MONTHTO DATE*

209,07

126,005

2958

12,958

3609

24,726

3980

31,722

206

206

2. OUTGOING MAIL:

- (a) Picked up by Post Office
(b) Deposited in Post Office by courier
(c) City Deliveries
(d) Penalty Indicia Used

(1) CIA

(2)

(3) SSU

- (e) Postage Expended

20643

89,822

9750

68,933

4489

31,922

2363

13,877

4724

32,425

7

16

3401.44

20,206.81

25X1

3. COURIER SERVICE:

- (a) Scheduled Trips
(b) Special Trips - Within Agency
 (1) Delivered by foot
 (2) Delivered by vehicle
(c) Other Agencies
(d) Trips outside area
 (1) Total time

1125

6,150

262

1,500

87

492

175

1,008

127

672

7

39

31 hrs. 45 min.

559 hrs. 23 min.

4. FILE ACTIVITY:

- (a) Checking courier receipts
 (1) Total time
(b) Requests for Administrative Files
 (1) Requests filled
 (2) Requests unfilled

21

139

8 hrs. 10 min.

50 hrs. 10 min.

2

41

2

31

0

10

5. Recruitment:

- (a) Couriers
(b) Mail Clerks
(c) Messengers
(d) Truck Drivers

1

11

1

2 **

1

4

6

6

6. SEPARATIONS:

- (a) Couriers
(b) Mail Clerks
(c) Messengers
(d) Truck Drivers

1

14

1

2

2

3

0

0

* The figures in this column will revert to 0 at the beginning of each fiscal year.
** adjusted figure

CONFIDENTIAL

CONFIDENTIAL
~~SECRET INFORMATION~~

Report for month of December 1953 from MACHINE RECORDS BRANCH

Administrative:

25X1

During the month of December, one employee entered on duty,

25X1

[redacted] two employees resigned. Mrs. [redacted] and Mrs. [redacted] advised us that he wishes to resign as of 15 January 1954.

25X1

25X1

[redacted]

After careful consideration, it has been decided that machines located in Wing B, excluding Key Punch Section, should be placed in Wing A. It is felt that this plan will improve machine utilization and accessibility.

If accepted, the suggestion that Machine Records Branch be equipped with a paper drill should prove to be an economy measure. Under the 1954 contract, there is an additional expense to the price of paper for pre-punching of file holes. Considering the volume of paper used, the savings of not having the paper pre-punched would in a short period of time off-set the cost of the drill.

25X1

Because of a delay in delivery of stock requisitioned for the [redacted] overseas installation, Machine Records Branch has agreed to furnish temporarily, paper, cards, and other miscellaneous supplies to this installation.

Leave schedules were so arranged that all requests for extended leave during the holiday season were approved without affecting operational schedules. However, due to the additional leave granted to government employees by the President, and advanced schedule dates for Payroll, there was a substantial increase in overtime worked by this Branch.

Operational:

Personnel - The initial Position Control Register was furnished the Personnel Office. This register was for the DD/I group only. Registers for all agency groups will be furnished in January. This will continue on a quarterly schedule, and the Position Control Register will be furnished in lieu of T/O's.

7th 11 3 08 PM '54

RECEIVED

CONFIDENTIAL
~~SECRET INFORMATION~~

CONFIDENTIAL

Personnel (cont'd)

After discussions with officials from the Personnel Office, the schedule for Applicant and Employee Qualification Registers has been changed from a bi-monthly basis to a quarterly basis. Careful study proved that because of the few qualification changes processed monthly, Quarterly Registers would contain information as nearly current as bi-monthly registers.

A world, country, and city code has been developed by the Personnel Section of Machine Records Branch. This code, to be used in the Personnel Status Cards, met with the approval of the Personnel Office and was put into effect immediately.

Vouchered Payroll Section - The entire Normal Pay file was affected by a conversion operation so that the cards would reflect the new 10% tax reduction. It was also necessary at this time to re-assign employee numbers to re-establish alphabetic sequence of the Vouchered Payroll Employee Roster File. The file was not in true alphabetic sequence because of the name changes during the past two years.

Beginning 6 December 1953, Machine Records Branch was advised by Fiscal Division to prepare only one copy of the T/A Report. A large quantity of the two part T/A forms was on hand, and it was suggested by this Branch that the second copy of the form be saved for future use. It was also suggested that this salvage project, removing staples, carbon, and separating, be done by employees in the Personnel Pool. This salvaged second copy will provide the Agency with an additional eighteen months supply of T/A Report forms resulting in a savings of approximately \$600.00.

Logistics - The changes and recommendations affecting the financial accounting procedures, submitted by Machine Records to Acting Comptroller met with the approval of the Logistics Office.

Listings of basic computations of average prices for all acquisitions for the period from May 1953 to December 1953 was completed. This listing is being used to establish new fixed average prices for all stock records.

Special stock on hand information, in the form of Mark Sensing punch cards, is being furnished Logistics Office to enable them to conduct a physical inventory of supplies.

Unvouchered Payroll - The early date of the last pay period for 1953 (5 Dec. 2 1953) made it possible for the Unvouchered Payroll Section to convert their Normal Pay cards to reflect the 10% tax reduction, complete the Employee Yearly Earnings Report, prepare W-2s, and other year end reports before 1 January 1954.

Unvouchered Accounting - Two new monthly reports were added to the schedule of reports being furnished the Accounting Section, UV Funds.

CONFIDENTIAL